

City of Gloucester

City Council

CITY HALL • GLOUCESTER • MASSACHUSETTS • 01930
Telephone 508-281-9722 Fax 508-281-8472

CITY COUNCIL STANDING COMMITTEE

Ordinances & Administration

Monday, January 11, 2010 – 7:00 PM
Council Committee Room - First Floor
City Hall, 9 Dale Avenue

AGENDA

1. Unfinished Business:
 - a) Hotel/Motel Tax (Cont'd from November 11, 2009)
 - b) Orders: CC2009-046 (Grow) Amend Sec. 17 of GCO re: Civil Service Ballot Measure & Procedure for Selection of Chief of Police (Cont'd from 11/23/2009)
 - c) Update by General Counsel on Commercial/Non-Commercial Plates in a Loading Zone (Cont'd from 12/7/2009)
 - d) COM2009-037: Letter from Sandulli Grace, PC re: Gloucester Superior Officers Association Attempt to Remove Chief from Civil Service (Cont'd from 12/7/2009)
 - e) Letter from the Inspector General re: Timekeeping Practices Police Department: Update from the City Auditor, Marcia McInnis (Cont'd from 12/7/2009)
2. Appointment: Katherine W. Leahy, Open Space Committee (TTE 02/14/2012)
3. CC2010-001(Tobey/Ciolino) Order that City Council continue to consider becoming a member of Essex North Shore Agricultural and Technical School District
4. CC2010-002 (Tobey) Enact Ordinance re: Citizen Participation and Public Information Committee
6. Memo from Building Inspector re: Parking Meter Bags
7. Memo from CAO and RFP "To Provide Public Relations, Communications and Media Support for City
8. Other Business

COMMITTEE

Councilor Sefatia Theken, Chair
Councilor Ann Mulcahey, Vice Chair
Councilor Bruce Tobey

Committee members – Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor, Jim Duggan
Chief Michael Lane
Suzanne Egan, Marcia McInnis
Linda T. Lowe, Bob Ryan
Bill Sanborn

10 JAN -6 AM 7:32

GLOUCESTER, MA
CITY CLERK

LOCAL OPTION ROOM OCCUPANCY EXCISE
Chapter 27, §§ 51, 52 and 154 of the Acts of 2009
Amending General Laws Chapter 64G, § 3A
Effective for occupancies on or after August 1, 2009

A city or town may impose, up to a maximum rate, a local excise on the rental of rooms in hotels, motels, lodging houses and bed and breakfast establishments by accepting G.L. c. 64G, § 3A. The maximum rate communities may now impose is 6% (6.5% for Boston). Previously, the maximum rate was 4% (4.5% for Boston). The local excise applies to all room occupancies subject to the state room occupancy excise. A community may not vary the occupancies subject to the excise, but may adopt any rate up to the maximum. A city or town that accepts the local room occupancy excise may also amend its excise rate, but it can only revoke or amend the rate once a year.

Acceptance or Amendment Procedure

Acceptance of the local option room occupancy excise, or amendment of the local excise rate, is by majority vote of the municipal legislative body, subject to local charter. To accept, the city or town must vote to accept G.L. c. 64G, § 3A and specify the local excise rate. The following or similar language may be used:

VOTED: That the city/town of _____ accept G.L. c. 64G, § 3A to impose a local room occupancy excise at the rate of _____ percent.

The following or similar language may be used to amend the local rate:

VOTED: That the city/town of _____ impose the local room occupancy excise under G.L. c. 64G, § 3A at the rate of _____ percent.

or

VOTED: That the city/town of _____ amend its local room occupancy excise under G.L. c. 64G, § 3A to the rate of _____ percent.

Acceptance or Amendment Effective Date

A community's acceptance of the local room occupancy excise, or amendment of its excise rate, becomes operative on the first day of the next calendar quarter after the vote, provided that date is at least 30 days after the vote to accept or amend. If not, the acceptance or amendment becomes operative on the first day of the second quarter after the vote. As a result, October 1, 2009 is the earliest an acceptance or amendment can become operative for FY10. A community must accept or amend on or before August 31, 2009 in order for the DOR to begin collecting the excise or new excise rate on that date.

For the start dates of each quarter and last date an acceptance vote will take effect for that quarter, please see the schedule in Attachment A.

A city or town may make the acceptance or amendment operative at the start of a later quarter by including the later start date in the vote ("to take effect on January/April/July/October 1, 2____.")

Notification Requirements

The city or town clerk must notify the Municipal Data Management/Technical Assistance Bureau within the DLS whenever the statute is accepted or rescinded, ("Notification of Acceptance/ Rescission-Room Occupancy") or the excise rate is amended ("Notification of Acceptance-Room Occupancy Rate Change"). The notice is to be submitted within 48 hours of the vote. Without timely notice, the DOR cannot begin collecting the excise or new excise rate for the city or town.

Revenue Estimates

Within the next few weeks, the DOR expects to release estimates of the amounts each city or town could collect from imposing or increasing the local room occupancy excise. At that time, we will provide further information about the use of room occupancy excise revenue as an estimated receipt in the FY10 tax rate. No community will be allowed to use new local room occupancy excise revenues in the FY10 tax rate, however, unless it has accepted the statute or amended its excise rate before the tax rate is set.

ATTACHMENT A

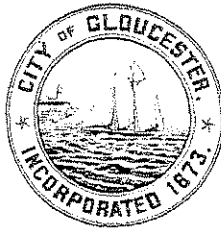
LOCAL OPTION EXCISE TIMETABLE

FY QUARTER	QUARTER START DATE	ACTION DEADLINE	DISTRIBUTION DATE	REVENUE COLLECTED DURING
Q1	July 1	May 31 ¹	September 30	June, July, August
Q2 ²	October 1	August 31	December 31	September, October, November
Q3	January 1	December 1	March 31	December, January, February
Q4	April 1	March 1	June 30	March, April, May

¹ Latest date to accept or amend in order to implement for full fiscal year. In first year, community will receive collections from July – May (11 months). Community will receive full year collections thereafter.

² Earliest Quarter acceptances or amendments can become operative for FY10. If community implements in this quarter, it will receive collections from October – May (8 months) during FY10.

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
ckirk@ci.gloucester.ma.us

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

December 8, 2009

Ms. Kathryn W. Leahy
67 Perkins Street
Gloucester, MA 01930

Dear Kathy:


Thank you for your interest in serving on the **Open Space Committee**. I have issued you a 90-day temporary appointment to serve on this committee which will enable you to attend and vote at meetings. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card (*copy enclosed*) and be sworn in.

Your appointment will be forward to the City Council for their December 15, 2009 meeting and will be referred out to the Ordinance and Administration subcommittee. You will be contacted by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

Should you have any questions or if you require any additional information, please do not hesitate to contact my office.

Again, thank you for agreeing to serve on the Open Space Committee. I truly appreciate the hard work and dedication you and your colleagues on this important, newly-created committee will offer on behalf of the City of Gloucester.

Sincerely,



Carolyn A. Kirk
Mayor

cc: Sarah Buck Garcia, Community Development Director
Enclosure
CAK/c

EFFECTIVE DECEMBER 8, 2009

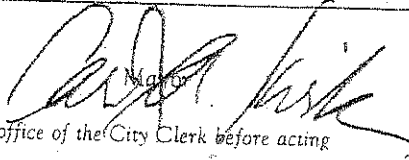
The City of Gloucester, Massachusetts

Dear Kathryn W. Leahy, 67 Perkins Street, Gloucester

It is my pleasure to inform you that I have this day appointed you
to the Open Space Committee _____ of the City of
Gloucester, Massachusetts _____

This is a 90-day temporary appointment. After City Council
approval, term to expire 2/14/2012.

Respectfully,


Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting
under this appointment.

Sworn in _____ By: _____

RECEIVED

DEC - 7 2009

Mayor's Office

67 Perkins St.
Gloucester, MA 01930

December 4, 2009

Mayor Carolyn Kirk
City of Gloucester - City Hall
Dale Ave.
Gloucester, MA 01930

Dear Mayor Kirk,

Please accept this letter expressing my interest and willingness to serve as a member of the Gloucester Open Space Committee.

I have lived in Gloucester since 1977, exploring the extraordinary natural open spaces, and enjoying the parks and playgrounds with my children as they moved from toddler swings to the East Gloucester Orioles baseball team, to teenage tennis matches on the Boulevard. This interest led me to participate in crafting of the 2001 Community Development Plan as the Open Space group leader. It is gratifying to have one of the plan recommendations - the creation of an Open Space Committee - become a reality. I also conducted a survey, "Wilds of Cape Ann," for residents to identify their favorite natural places. The results of that survey are available for the Open Space Committee to review.

My professional experience is relevant to the purpose and activities of the Open Space Committee. As indicated on my resume (enclosed) I have worked with a variety of groups and municipalities on the North Shore to help attain open space and habitat protection goals that meet diverse needs and interests in the region. These include founding and coordinating the Green Neighborhoods Alliance that developed Open Space Residential Design (OSRD) as an innovative zoning tool for designing and building new subdivisions that save open space. Gloucester was one of the first communities in Massachusetts to adopt OSRD. Since 1996 I have led the Great Marsh Land Protection Team that has protected over 1,000 acres of upland buffering salt marsh. These projects have helped me gain familiarity with the process of developing and implementing a municipal Open Space and Recreation Plan and working collaboratively.

I am a member of the Gloucester Little River Habitat Restoration Team and coordinate volunteers to monitor the annual river herring run. I have participated in several dune grass plantings on Good Harbor and Wingaersheek beaches and am a member of the Board of Directors of the Essex County Ecology Center (Toad Hall Bookstore.)

I appreciate your consideration of my request, and if approved for this committee, look forward to contributing to Gloucester's Open Space future.

Sincerely,



Kathryn W. Leahy

cc: Sarah Buck Garcia

Kathryn Weld Leahy
67 Perkins St.
Gloucester, MA 01930

Phone: 978-283-5725 (h); 978-927-1122 x 2700 (w)
email: kwleahy@comcast.net (h)
kleahy@massaudubon.org (w)

Education

Vassar College, Poughkeepsie, NY
B.A., English Literature and Composition. 1969.

Employment History

Massachusetts Audubon Society
346 Grapevine Road
Wenham, MA 01984 978-927-1122 x 2700

2000 – present:

Director

Responsibility: Direct regional conservation advocacy office, focusing on habitat conservation through a program of land protection, land use planning, technical assistance, community education and outreach and school education. Supervise Community Outreach Coordinator, Salt Marsh Science Education Coordinator, part-time and temporary staff, volunteers and caretaker. Manage 42 acre wildlife sanctuary including buildings and grounds. Administrative duties include budget development and management, and fundraising. Represent Massachusetts Audubon Society throughout the North Shore Community.

1993-2000:

Member of management team to advocate and provide technical assistance for biological conservation and water resource protection on the North Shore. Activities included: public outreach and education efforts, including press, newsletters, special events, educational workshops; fundraising unit budget development and management.

1989-1993:

Administrative Assistant/Office Manager

1979 –1989

Natural History Travel Coordinator, Mass Audubon Society, Lincoln, MA
Managed specialty Natural History Tour Program offering 25-30 US and international tours each year for 250 participants. Duties included tour development, budgeting, scheduling, booking air and land transportation, hotels and lodges. Sales and marketing and client relations.

Experience relevant to current project

Co-Founder and Principal Coordinator – Green Neighborhoods Alliance. 1998 – 2004. The Green Neighborhoods Alliance includes conservation professionals, home builders and housing developers, realtors, municipal and regional planners, housing advocates and others. Mass Audubon and MA Coastal Zone Management formed the Alliance to support and implement Open Space Residential Design as an innovative zoning tool for designing and building new subdivisions that save open space. The Alliance developed model bylaws applicable to Massachusetts communities and Mass Audubon staff provide education and technical assistance to interested municipalities. The Alliance received an EPA Environmental Merit Award in April, 2004 and was a finalist for a Roy Family Award at the John F. Kennedy School of Government in Cambridge, MA.

1996 – Present

Director, Great Marsh Initiative; Coordinator, Great Marsh Summits, 1996 and 1998

The Great Marsh Initiative was founded in order to implement the conservation management plan recommended by Buchsbaum, et. al., 1999, and expand the project beyond the Plum Island Sound study area to the entire Great Marsh region. A team approach was chosen as the most effective method for accomplishing the management goals. After the first summit in 1996 to review current conditions, goals and objectives, action teams began to address goals for: anadromous fish restoration; salt marsh restoration; water quality improvement and land protection. Team Accomplishments: Protected 1,000 acres of upland buffering salt marsh; restored over 250 acres of salt marsh; collected five years of data on river herring runs in five rivers using volunteers; installed stormwater filtration systems in several locations in Great Marsh towns; conducted Great Marsh awareness campaign; implemented Salt Marsh Science Education project in Great Marsh schools; hosted "Healthy Economy-Healthy Environment breakfast attended by over 100 business persons.

2000 – present

Coordinate public outreach and volunteer citizen science on behalf of Gloucester's Little River. Includes recruiting and managing volunteers to collect data on seasonal herring migration; initiated shoreline survey of entire Little River watershed to determine assets and threats; public outreach to local media and Mass Audubon publications; and member of the Little River Restoration Team.

Gloucester Civic Experience

1999 – 2001 Community Development Plan for the City of Gloucester

Team Leader (Open Space); Author: Section II.B "Land Use, Open Space."

Gloucester Housing Coalition – Appointed to the Housing Coalition by Mayor Bell and served for approximately 18 months. During that time I chaired a sub-committee researching opportunities for zoning and regulatory changes to help increase affordable housing stock.

2005 - 2008 – Member of the Committee to Adopt the Community Preservation Act. Treasurer, 2008. Active strategist and campaigner.

Publications

Leahy, K. 1998. *Assisting horseowners in reducing runoff pollution from pastures, paddocks, and stables: a resource guide*. Prep. for Mass Audubon and The Massachusetts Environmental Trust. 13pp plus figs.

Leahy, K. 1999. *Golf courses and the environment*. Prep. for Mass Audubon. 6 pp.

Leahy, K. and R. Buchsbaum. 1998. *Nonpoint source comprehensive implementation program for the Mill River sub-watersheds*. Prep. For Mass DEP and US EPA. 13pp plus figs.

Buchsbaum, R. and K. Leahy. 1999. *Conserving the Plum Island Sound/ Rivers Ecosystem: A research report and management plan*. Massachusetts Audubon Society. Wenham, MA. 30 pp.

Leahy, K. and Cooper, A. 2007. *Preserving and Enhancing Communities: A guide for citizens, planners and policymakers*. Chapter: "Building Consensus: Coalitions for Policy Change." University of Massachusetts Press, Amherst, MA.



Gloucester City Council
CERTIFICATE OF VOTE
Certificate Number: 2009-183

The Gloucester City Council, at a Special City Council meeting held on, **TUESDAY, AUGUST 25, 2009** at 7:00 p.m. in Fred J. Kyrouz Auditorium, City Hall, voted to approve the following action:

IN CITY COUNCIL:

MOTION: On motion of Councilor Foote, seconded by Councilor Devlin, the City Council voted **8 IN FAVOR 0 OPPOSED** to **AMEND** Chapter 2 "Administration" by **ADDING** "Open Space and Recreation Advisory Committee" Sections 2-517 through 2-520 as follows:

Be it enacted by the City Council assembled and by the authority of same as follows:

Section 2- 517 – Establishment; composition; appointment and terms of members

There is hereby established an Open Space and Recreation Committee which is created to formulate and implement an Open Space and Recreation Plan (OSRP) for the City of Gloucester. The Open Space and Recreation Committee will assist the city in its future actions with regard to open space parcels within the city. The committee shall consist of seven (7) members who shall be appointed by the Mayor from the residents of the city and confirmed by the City Council. The members shall serve for three-year staggered terms beginning on the date of appointment and ending on February 14 as required by City Charter.

Section 2 – 518 Purpose

The Committee shall create and implement an OSRP which shall:


- a. Ensure the existence, smart use and access to open space in perpetuity.
- b. Ensure that contiguous areas and functions and values that depend on them are maintained
- c. Propose a process for agreements with abutters with shared use/conservation interests for enhancing open space.
- d. Recommend planned city growth and business development in a way that fully contemplates and strives to maintain the functions, values, uses and vision for open space in Gloucester.
- e. Establish a criteria and process for ceding open space to development or dedicated use
- f. Promote awareness and use of open spaces through a descriptive inventory of open spaces.

Section 2 - 519 Process

The former open space plans shall be used to create the plan which shall be submitted to the Commonwealth.

Section 2-520 Authorities and Responsibilities

- a. The Open Space and Recreation Committee shall act as an advisory committee to the Mayor, City Council, municipal boards, and the general public on matters concerning open space and recreation and shall have no budgetary powers.
- b. A majority of appointed members serving on the committee shall constitute a quorum and no meeting shall be continued without a quorum being present, unless a subcommittee has been established.
- c. The committee shall submit a summary of its activity and its progress on semiannually basis in the months of September and April.
- d. The Open Space and Recreation Committee may promote ad-hoc committees to develop stewardship for public open spaces. Such activities shall be coordinated with the Parks Department and Conservation Commission.


Joanne M. Senos, Interim City Clerk

APPROVAL OF THE MAYOR


Carolyn A. Kirk, Mayor

SIGNED THIS 13 DAY OF Aug, 2009

VETOED BY THE MAYOR

Carolyn A. Kirk, Mayor

*All Ordinances shall become effective 31 days after passage except:
Emergency Orders shall become Effective Next Day
Zoning Changes shall be Effective Next Day.*



Northeast Health System

November 18, 2009

The Honorable Bruce Tobey
President
Gloucester City Council
City Hall
9 Dale Avenue
Gloucester, MA 01930

Dear President Tobey:

My name is Ken Hanover and I have recently been hired as the President and CEO of Northeast Health System of which Addison Gilbert is an important part. I have been on the job now for several weeks and I am enjoying getting brought up-to-speed on system and Hospital operations.

It is my understanding that both of my predecessors made periodic appearances before the Gloucester City Council to brief the Council on various issues surrounding the operation of Addison Gilbert Hospital. Being relatively new to this position, I would ask the Council's patience and request formally that I be allowed to appear before the City Council sometime in February or March of 2010. Please contact me at your convenience in order to set up a time and date for such an appearance to occur.

I look forward to working with you and the other members of the Gloucester City Council to preserve and strengthen Addison Gilbert Hospital. Please contact me should you need anything in the future.

Sincerely,

Kenneth Hanover
President and CEO

KH/iv

Kenneth Hanover *President and Chief Executive Officer*

85 Herrick Street, Beverly, Massachusetts 01915 *ph:* 978-922-4628 *fx:* 978-921-7070

khanover@nhs-healthlink.org

CITY CLERK
GLOUCESTER, MA

09 NOV 23 AM 11:23



**CITY OF GLOUCESTER 2010
CITY COUNCIL ORDER**

ORDER: #CC2010-001
COUNCILLOR: Bruce Tobey and Joe Ciolino

DATE RECEIVED BY COUNCIL: 01/05/2010
REFERRED TO: O&A & B&F
FOR COUNCIL VOTE:

Ordered that City Council continue to consider whether Gloucester should become a member of the Essex North Shore Agricultural and Technical School District as established by Chapter 463 of the Acts of 2004 and Chapter 9 of the Acts of 2006.

Councillors Bruce Tobey and Joe Ciolino



NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT

30 Log Bridge Road, Post Office Box 806
Middleton, Massachusetts 01949-2806
Telephone (978) 762-0001
Fax (978) 777-8403
www.nsths.mec.edu

Amelia P. O'Malley
Superintendent-Director

December 7, 2009

City Clerk
Gloucester City Hall
Nine Dale Avenue
Gloucester, MA 01930

CITY CLERK
GLOUCESTER, MA
09 DEC 14 AM 8:50

Dear City Clerk:

The merger of the North Shore Regional Vocational School District and the Essex Agricultural and Technical School, as defined in Chapter 463 of the Acts of 2004, calls for the Town or City Clerk to send a certified copy of the vote to join the new District to the Commissioner of Education.

Therefore, we respectfully request that you send said certification to Commissioner Mitchell D. Chester at the Department of Elementary and Secondary Education, 75 Pleasant St, Malden, MA, 02148 at your earliest convenience.

Upon receipt of this, Commissioner Chester will, in turn, certify the local adoption of this chapter to the Secretary of the Commonwealth and fix a time and location for the initial meeting of the new school committee.

If I, or either of the Superintendents, (Roger Bourgeois, Essex Agricultural School, 978 774 -0050, Amelia O'Malley, North Shore 978 762-0001) can be of assistance, please do not hesitate to call.

Sincerely,

Wayne Marquis, Chairman
Merger Oversight Board

cc: Mitchell Chester, Commissioner of Education
Secretary of State Galvin
Senator Frederick Berry
Superintendent Roger Bourgeois, Essex Agricultural
Superintendent Amelia O'Malley, NSRVSD

Participating Communities:

Beverly	Danvers	Gloucester	Lynnfield	Marblehead	Nahant	Salem	Topsfield
Boxford	Essex	Hamilton	Manchester-by-the-Sea	Middleton	Rockport	Swampscott	Wenham

Office of the City Clerk

9 Dale Avenue • Gloucester, Massachusetts 01930

Office (978) 281-9720

Fax (978) 282-1350

E-mail: llowe@gloucester-ma.gov

December 17, 2009

Wayne Marquis, Chairman
Merger Oversight Board
N.Shore Regional Vocational School District
30 Log Bridge Rd.
P.O.Box 806
Middletown, MA. 01949

Re: Vote by Gloucester City Council to Join New Regional School District

Dear Mr. Marquis:


This letter is written in response to your December 7, 2009 letter to this office in which you requested that we send a certification of the vote to join the new North Shore regional school district under Chapter 463 of the Acts of 2004 to the state Commissioner of Education. We have not sent the certification following a December 1, 2009 City Council vote for the reasons explained below.

The Gloucester City Council, on December 1, 2009 did vote to join the new school district. Under the Gloucester City Charter that vote was required to be approved by the Mayor who had ten days to approve or veto the vote. On December 10, 2009 the Mayor vetoed the vote to join the new district. Under the City Charter this veto was returned "forthwith" to the City Council at its next meeting on December 15, 2009. In order to override the veto the City Council was required to have a 2/3 vote of the full council (six votes) in favor of override. The override of the veto failed as there were only five votes in favor.

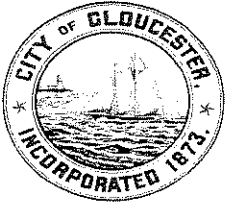
The City Council understands that under the special acts governing the new district and the anticipated amendments to the acts by the state legislature that the vote to join may be considered again by the new council when its term begins in January 2010 up until July 2010. City Council President, Bruce Tobey, has asked me to advise you that this issue will be returned to the new City Council in January 2010 for review, debate, and vote with the intention of completing the vote before the deadline for municipalities to join. We will inform the office of the Commissioner of Education of any further votes to join by the Council and approved by the Mayor.

Sincerely,

City Clerk



Copy: Bruce H. Tobey



**CITY OF GLOUCESTER 2010
CITY COUNCIL ORDER**

ORDER: #CC2010-002
COUNCILLOR: Bruce Tobey

DATE RECEIVED BY COUNCIL: 01/05/2010
REFERRED TO: O&A
FOR COUNCIL VOTE:

ORDERED that the City Council enact an ordinance that institutionalizes the role, membership, duties and responsibilities of the Citizen Participation and Public Information.

Councilor Bruce Tobey

Dana Jorgensson

From: tobeybruce@aim.com
Sent: Tuesday, January 05, 2010 8:58 PM
To: Dana Jorgensson
Cc: Linda Lowe; Joanne Senos; councilors@gloucester-ma.gov
Subject: O&A's review of my order re: the CPPI

I apologize that I can't attend the 1-11-10 meeting due to business travel commitments. If I were there, here is what I would say:

1. The council should align itself with the Administration's desire to encourage volunteerism and open communication by enacting an ordinance giving the CPPI standing and definition.
2. The CPPI itself needs to be open and transparent, which an ordinance with a clear statement of membership and roles will provide.
3. Both the council and the school committee have an interest in encouraging volunteerism, and each should therefore have a voice on it, with members serving stated terms and being subject to council confirmation.

I propose that the O&A committee ask the City Clerk to meet with the current CPPI so she can gather their insights and information and then prepare a draft ordinance (that also captures the concerns I've stated above) for presentation to the committee by mid-February.

Thanks.

bt

3 Pond Road
Gloucester, MA 01930

Ph# 978-281-9774

Fax# 978-282-3036

**CITY OF
GLOUCESTER**

Memo

DATE: December 8, 2009

TO: Jim Duggan, Chief Admin Officer
Mayor's Office

FROM: Bill Sanborn, Inspector of Buildings

RE: Parking Meter Bags

RECEIVED

DEC - 8 2009

Mayor's Office

Jim, Please forward to City Council.

The Building Department has been in charge of parking meter bags for a number of years. It has come to my attention that there is a problem with users of the meter bags returning them back to the department when they are finished using them. This has created the need for excessive labor intense tracking of who has the bags and getting them returned.

Therefore, I am proposing the following plan that I believe will alleviate a lot of the problems with tracking of meter bags. With the Council's support, I propose using disposable meter bags in place of the canvas bags now used. The bag would be issued with an expiration date inscribed on the bag (the date would be secured with clear tape to prevent tampering). The user would be required to pay \$5.00 per day for the parking fee and a one-time fee of \$5.00 for the disposable bag. If further time is required the applicant would need to get a new bag. Meter bags will be required anytime that a metered parking space is obstructed and unavailable for public use (for example when meters are obstructed by dumpsters, concrete barriers, etc).

I propose setting this plan in use for a ninety (90) day trial period. At the end of the trial period I would respectfully submit a request to the Council to amend City Code of Ordinance section 22-229 Parking control device.

WS/llm

cc: Mike Lane, Police Chief

REPLACE with "The Chief of Police" (in two places) and by striking the "department of public works" (Ord. 04-31)
(Code 1970, § 21-176; Ord. of 12-10-85, § 1A; Ord. No. 98-1998, § 1, 7-28-98)

Secs. 22-224--22-226. Reserved.

Editor's note--Ord. No. 19-1992, § 1, adopted July 14, 1992, amended this Code by repealing §§ 22-224--22-226. Formerly, § 22-224 pertained to disposition of deposits generally and derived from the 1970 Code, § 21-177, an ordinance adopted Dec. 10, 1985, § 1B, Ord. No. 41-1991, § 1, adopted Dec. 17, 1991 and Ord. No. 30-1991, adopted Sept. 3, 1991. Section 22-225 pertained to payment of salaries and wages etc., from the parking meter account and was derived from the 1970 Code, § 21-178. Section 22-226 pertained to the purchase of equipment necessary to enforce the division and was derived from the 1970 Code, § 21-179.

Sec. 22-227. Records of receipts and disbursements.

The director of public works and the city treasurer shall keep whatever records may be necessary to show all parking meter receipts and disbursements.

(Code 1970, § 21-180; Ord. of 12-10-85, § 1B; Ord. No. 99-1998, § 1, 7-28-98)

Sec. 22-228. Duty of police as to violations of division.

It shall be the duty of the police department to take the parking meter number and the state vehicle number of all vehicles whose operators violate the provisions of this division and to cause to be imposed the penalties provided in section 1-14. When a parking meter is found to be not in proper working order by the police chief, the meter number shall be posted and no violation of section 22-218 of this division shall issue.

(Code 1970, § 21-181; Ord. of 12-10-85, § 1C)

Sec. 22-229. Parking control device.

Parking bags will be issued for use by contractors working in the downtown area with a ten dollar (\$10.00) deposit, of which five dollars (\$5.00) will be returned to the contractor upon return of the parking meter bags. These bags will be picked up and returned to the city treasurer's office, City Hall on a daily basis.

DELETE "returned to the city treasurer's office, City Hall on a daily basis" (Ord. 04-32 Deleted 10/19/04)

ADD: "returned to the Police Department on a daily basis, or as required by the Chief of Police. (Ord 04-32 10/19/04)

(Ord. No. 23-1994, § 1, 11-1-94)

Sec. 22-230. Downtown Parking Permits

Downtown Permit Parking for all ten-hour meters, with the fee being \$50.00 per month per person, or \$600.00 annually per person for those having a valid business in Gloucester. (Ord. 04-10 7-13-04)

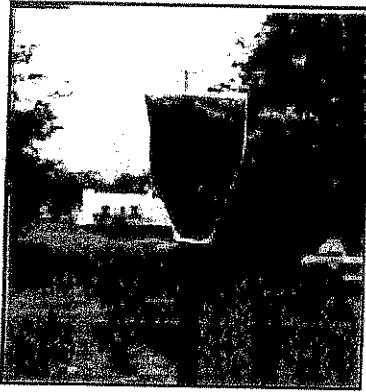
Secs. 22-231--22-239. Reserved.

DIVISION 4. TOW-AWAY ZONES

Redi Packaging, Inc.

PARKING METER BAGS

SO EASY TO CARRY!
Just fold away in glove department
or carry in pocket until ready to use!

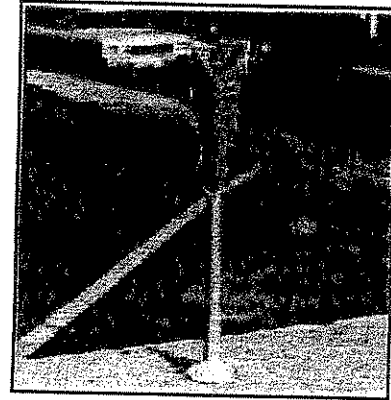


DOUBLE METER COVERS

Use double meter bags
to cover signs.

**Outlasts cardboard signs &
paper bags
in rain, wind, snow, and sun!**

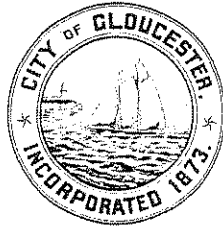
Just slip wire ties that are included
in cases through holes in bag
and fasten securely around
the bottom of the meter bag
so bag will not come off.



SINGLE METER COVERS

Guaranteed not to fade
up to 6 months!

City Hall
Nine Dale Ave
Gloucester, MA 01930




TEL 978-281-9700
FAX 978-281-9738
ckirk@ci.gloucester.ma.us

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

Memorandum

To: Members of the Gloucester City Council

From: Jim Duggan, Chief Administrative Officer 

Date: December 16, 2009

Re: **Public Relations RFP** (*for information only*)

Following up to the December 1st presentation by the various tourism organizations, I have attached the Request for Proposals (RFP) "To Provide Public Relations, Communications and Media Support for the City of Gloucester" referenced that evening.

The initiative, including the funding mechanism, was a collaborate effort between the Tourism Commission and multiple business owners to seek seasoned professionals that will promote the City of Gloucester as a destination city.

As you can see, the Scope of Services clearly outlines a well defined strategy on selecting the right candidate to achieve the desired results.

If you have any questions or concerns, please don't hesitate to contact me at your earliest convenience.

City of Gloucester

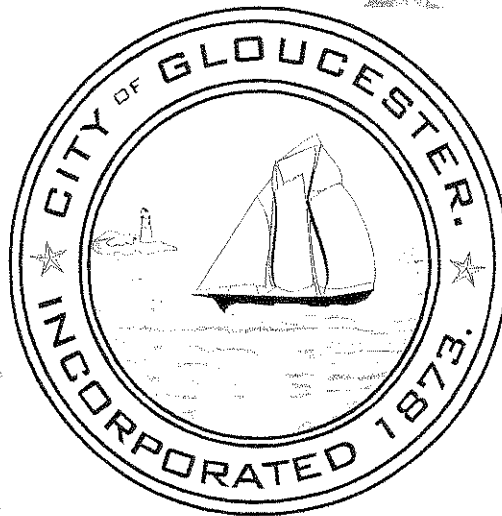
Office of the Purchasing Agent

City Hall, 9 Dale Avenue

Gloucester, Massachusetts 01930

Telephone 978 281 9710 Fax 978 281 8763

www.gloucester-ma.gov



Request for Proposals # 10118

**To Provide Public Relations, Communications and Media Support
For the City of Gloucester**

Issued:

Monday, December 21, 2009

Submission Deadline:

Tuesday, January 19, 2010 @ 11:00 am

SECTION 1.00 NEWSPAPER ADVERTISING

To: Gloucester Daily Times
From: Donna Compton, Purchasing Agent
Date: December 14, 2009

Re: Please run this ad as small as possible on December 21, 2009

**Request for Proposals #10118
Tourism Public Relations Consultant**

The City of Gloucester seeks proposals to provide media and public relations support for our Tourism Commission. The RFP package will be available on Dec. 21, 2009 at the Office of the Purchasing Agent upon receipt of a \$15 fee. Proposals must be received and will be opened at the Office of the Purchasing Agent, City Hall, 9 Dale Ave., Gloucester, MA 01930 no later than January 19, 2010, @ 11:00 am. The City reserves the right to reject any and all proposals or to accept that which is deemed in the best interest of the City of Gloucester, MA. **The City shall not be responsible for proposals arriving late for any reason.**

Donna Compton
Purchasing Agent

**CITY OF GLOUCESTER, MA.
REQUEST FOR PROPOSAL # 10118**

SECTION 2.00 SERVICE DESCRIPTION

The City of Gloucester seeks proposals to provide media and public relations support for the City of Gloucester Tourism Commission.

SECTION 2.01 RFP AVAILABILITY

Request for Proposals will be available on Monday, **December 21, 2009**, at the Office of the Purchasing Agent, City Hall, 9 Dale Avenue, Gloucester, MA. There is a \$15 non-refundable administrative fee.

SECTION 2.02 RFP OPENING

Proposals will be opened on January 19, 2010, at 11:00 a.m. at the Office of the Purchasing Agent, City Hall, 9 Dale Avenue, Gloucester, MA.

SECTION 2.03 LATE SUBMISSIONS

The City shall not be responsible for proposals arriving late due to couriers, deliveries to wrong locations, express mailing services, etc.

SECTION 2.04 CANCELLATION OF OPENING

If City Hall is closed by the Mayor due to an emergency or winter weather conditions, scheduled bid openings will be postponed to the first day City Hall is open to conduct normal business functions. The time and location of the opening will be the same as originally scheduled in the Request for Proposals.

SECTION 2.05 RIGHT TO WITHDRAW

A proposer has the right to withdraw his/her bid anytime prior to the time fixed for opening. A request to withdraw must be in writing.

SECTION 2.06 REQUESTING INFORMATION

Any prospective proposer requesting a change in or interpretation of existing specifications of terms and conditions must do so at least four (4) days, excluding Saturdays, Sundays and Holidays, before the scheduled proposal opening date. All requests are to be in writing and delivered, faxed to the Purchasing Department (978-281-8763) or emailed to purchasing@gloucester-ma.gov. If necessary, to maintain a fair and equal bidding environment, the City will issue addenda to all proposers who have requested bid packages.

SECTION 2.07 INCOMPLETE PROPOSAL

Any proposal which is not according to prescribed form, incomplete, not properly signed, or contrary to the instructions and requirements contained in the Request for Proposal may be rejected by the City of Gloucester. **Conditional proposals will not be accepted.**

SECTION 2.08 TAX EXEMPTION

Purchases of goods and services by the City of Gloucester are exempt from the payment of Federal excise taxes and the Massachusetts sales tax, and any such taxes must not be included in the price computations.

SECTION 2.09 CONTRACT ASSIGNMENT

The successful consultant will not be permitted to assign or underlet the contract, nor assign either legal or equitably, any moneys hereunder, or its claim thereto, without the previous written consent of the City of Gloucester.

SECTION 2.10 CONTRACT MANAGEMENT

The Contract Manager is Jim Duggan, Chief Administrative Officer. The Contract Manager is located at 9 Dale Ave, Gloucester MA 01930. The telephone number is (978) 281-9700.

SECTION 3.00 STANDARD TERMS AND CONDITIONS

SECTION 3.01 PROPOSAL REJECTION

The City reserves the right to reject any and all proposals or to accept that which is deemed in the best interest of the City of Gloucester, Massachusetts.

SECTION 3.02 PROPOSAL WITHDRAWAL

No proposer may withdraw their proposal after the opening and prior to the execution and delivery of the contract or if no award is made at the expiration of thirty days (30) business days after the opening of the proposal.

SECTION 3.03 RIGHT TO WAIVE

The City reserves the right to waive any "minor informalities" or allow the proposer to correct them.

SECTION 3.04 EQUAL OPPORTUNITY

It is understood and agreed that it shall be a material breach of any contract resulting from this proposal for the Contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharging, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age, sexual orientation, handicap or ancestry.

Section 3.05 Proposal Effective Date

The proposal will remain in effect for a period of 60 days from the deadline for submission of proposals or until it is formally withdrawn, a contract is executed, or this RFP is canceled, whichever occurs first.

SECTION 3.06 CONTRACT DURATION

Work as described in the Scope of Services shall begin immediately following the execution of a contract, which is estimated to be upon contract execution. The completion of the contract shall be one (1) year from date of contract execution.

SECTION 3.07 CANCELLATION

The City will have the option to cancel the contract provided that written notice is given 10 days prior to the effective termination date.

SECTION 4.00 PROPOSAL SPECIFICATIONS**SECTION 4.01 RFP PACKAGING**

Six (6) separate sealed envelopes, four (4) containing the non-price technical proposal marked "Non-Price (Technical) Proposal - Tourism Consultant" RFP 10118 and Two (2) containing the price proposal marked "Price Proposal #10118 "Tourism Consultant " must be received by the Office of the Purchasing Agent, City Hall, 9 Dale Avenue, Gloucester, Massachusetts 01930, prior to **11:00 AM on January 19, 2010**. Chapter 30B requires that price proposals must be separate from technical proposals. Therefore, please make no reference to pricing in the non-price technical proposal. Failure to adhere to this requirement will result in disqualification. It is the sole responsibility of the Offeror to insure that the proposal arrives on time at the designated place.

SECTION 4.02 PRICE SUMMARY FORMS

The Price Summary Forms must be completed. No substitute form will be accepted. Pricing must remain firm throughout the contract. The Proposer should make no reference to pricing in the Non-Price (Technical) Proposal submittal. Failure to adhere to this will result in disqualification of proposer.

SECTION 4.03 QUESTION AND RESPONSES

All interpretations of the RFP and supplemental instructions will be in the form of written addenda to the RFP specifications. Requests for clarification or any questions about information contained in the RFP should be addressed in writing or faxed to Donna Compton, Purchasing Agent. Any information sent to one proposer will be available to all proposers.

SECTION 5.00 SPECIAL RFP SPECIFICATION**SECTION 5.01 INTRODUCTION**

All information in the proposal should be organized and presented as directed below. The proposal should provide a straightforward and concise description of the Offeror's commitment and ability to perform the services described in this document. To expedite the evaluation of proposals, it is essential that the Offeror strictly adhere to the instructions. A proposal may be deemed to be non-responsive, at the Evaluation Committee's discretion, if an Offeror fails to comply with the following instructions.

SECTION 5.02 PROPOSAL APPLICATION

The application in Section 6 must be completed. Please use the form provided in this document. This section is a portion of the evaluation criteria.

SECTION 5.03 COMPARATIVE EVALUATION CRITERIA

This portion of the proposal is intended to present a description of the Offeror's qualification. The Offeror should respond briefly to items listed in Section 10 Comparative Evaluation Criteria, and included all requested documentation. When preparing this portion of the proposal, the Offeror should clearly identify and respond to each evaluation criteria.

SECTION 5.04 PLAN OF SERVICES

The firm must present a detailed plan describing how the firm will provide the services described herein. Sufficient detail should be provided to demonstrate the methodology and resources the firm proposes to use to perform the services required, how the project will be structured, and how the work will be performed.

SECTION 6.00

APPLICATION

RFP No: # 10118

City's Project Description: Tourism Consultant

Firm/Individual Name			Org. Type (Proprietorship, Partnership, Corp.)		
Address, Zip			Year Est.	FID No.	
SOMBA certified (MBE)			SOMBA certified (WBE)		
Principal to contact			Title	Tel. No.	
email address				Fax No.	

Key Persons, Specialists and Individuals in your firm to be assigned to this project:

Name & Title	Discipline/Project Role	Annual Hours

Note 1: Project Manager Required Position

Note 2: Include resume with Technical Proposal

Key Persons, Specialists, and Individuals in consultant firm to be assigned to this project:

Name & Title	Discipline/Project Role	Annual Hours

Note 1: Project Manager Required Position

Note 2: Include resume with Technical Proposal

Full time personnel in your firm's Massachusetts office by discipline:

Average number employed throughout the preceding 6 month period. In column #1, indicate the total number in each discipline and, in column #2, the total number holding MA Registrations.

	Col. 1	Col.2		Col. 1	Col.2		Col. 1	Col.2
Administrative			Fire Protection Engineering			Soils Engineering		
Architectural			HVAC Engineering			Specification Writers		
Acoustical Eng.			Interior Designing			Structural Engineering		
Civil Engineering			Landscape Architects			Surveyors		
Ecologists			Community Relations Mgmt.			Transportation Engineer		
Electrical Eng.			Mechanical Engineering			Drafters		
Energy Specialists			Planners			CADD Operators		
Environmental Eng.			Sanitary Engineering			Other		
Other			Other			Other		
						Total Personnel		

Recent Projects Best Illustrating Current Qualifications for this Project:

Project Name, Location, Description	Project Cost	Phases	Year to Comp
Reference	Telephone	Email	

Project Name, Location, Description	Project Cost	Phases	Year to Comp
Reference	Telephone	Email	

Project Name, Location, Description	Project Cost	Phases	Year to Comp
Reference	Telephone	Email	

Additional Information or Description of Resources Supporting Your Firm's Qualifications for this Project: (If joint venture, indicate previous experience with this joint venture.)

--

Principal Business of this Firm and Principal Specialization:

--

Names & Titles of all Partners or Directors	% Stock Ma.	Reg. No.	Discipline

All Work, by Firm, Currently Being Performed for the City of Gloucester

Project Name, Location, Description	Project Cost	Phases	Year to Comp
Reference	Telephone	Email	

Project Name, Location, Description	Project Cost	Phases	Year to Comp
Reference	Telephone	Email	

Project Name, Location, Description	Project Cost	Phases	Year to Comp
Reference	Telephone	Email	

Project Name, Location, Description	Project Cost	Phases	Year to Comp
Reference	Telephone	Email	

Project Name, Location, Description	Project Cost	Phases	Year to Comp
Reference	Telephone	Email	

Project Name, Location, Description	Project Cost	Phases	Year to Comp
Reference	Telephone	Email	

The foregoing statement of facts, sworn to by the undersigned under the penalties for perjury.

Signature

Printed Name and Title

Date

Note: If additional space is necessary, please attach additional 8 1/2 x 11 sheets to this questionnaire

SECTION 7.00 SCOPE OF SERVICES SPECIFICATIONS

The City of Gloucester seeks proposals to provide media and public relations support for the City of Gloucester Tourism Commission. The tourism industry has important impact on all sectors of the economy. A focused and sustained effort where the impact will be greatest is among the best use of the city's tourism funds.

This Request for Proposals (RFP) provides project background and describes needed media support and specific tasks to be accomplished by the media contractor. These must be discussed and priced by all respondents according to the instructions given in this RFP.

Background/Tasks

The Public Relations Program's primary goals are to:

- Support and enhance ongoing efforts to promote the City of Gloucester as a high quality destination with diverse and compelling reasons to visit;
- Focus outreach to build upon the region's established identity;
- Generate unique and appealing stories from the city;
- Develop any and all outreach with mindfulness towards retaining and preserving the attributes that attract travelers to the city;
- Increase national exposure of Gloucester by providing stories, opportunities and event schedules to the media; and
- Pursue enhanced media coverage of Gloucester in northeastern publications.

Proposed Public Relations/Communications Services

The Contractor will be selected on the basis of responses to this RFP. The Contractor will serve as a resource on media issues, and assist in the particular tasks described below (within the estimated time frames). The Gloucester Tourism Commission will be actively involved in media issues, including issues involving the city, but the Contractor will have lead responsibility for functions detailed.

Ongoing Support

The Contractor will provide ongoing strategic support, media release support for periodic reports to be released by the public relations program and assist in the implementation of additional projects as mutually agreed to between Contractor and Commission.

Instructions for Submission of Qualifications

Bidders must submit their qualifications no later than 11:00 am, Tuesday, January 19, 2010. Late proposals and proposals delivered by facsimile will not be accepted.

The bidder's approach should reflect the needs described in this RFP, which are subject to further development and refinement based on feedback from those who respond to this RFP, as well as the practical experience gained as this pilot program evolves.

Please use the following outline to organize your response to this RFP:

1. **Work plan.** Provide a concise description of how you would accomplish the general tasks described in this RFP.
 - A. Begin with a discussion of how you would propose to address general challenges of addressing the general communications needs and the program's audiences, as described above.
 - B. Next, describe how you would accomplish each of the specific media/public relations tasks identified in this RFP.
 - C. For "Ongoing Support", detail the different levels and types of services you would recommend at the various resource level described in the "Budget" section below.
 - D. Provide a staffing plan that describes the media/public relations team members and identifies key personnel by name and by role in the project. In particular, describe the qualifications and experience of the person(s) who will provide the technical assistance and expert advice on media/public relations issues, the person who will be responsible for day-to-day administration of the project, and the persons who will have lead responsibility in material development, image, press, and, if appropriate, focus groups.
2. **Bidders Qualifications and Experience.** Begin with a brief summary of your overall capabilities and experience in media and public relations projects. This summary should briefly describe your organizational structure, media experience, cultural/language sensitivity, and capability to support a community-based communications program. Next, describe how your company meets the specific requirements for the media/public relations contractor that are described below. Please be as specific and informative as possible in responding to each point. Include supporting documents (such as sample materials), if any, in an appendix to your proposal.
 - A. Substantial experience in marketing, media and/or public relations that is directly relevant to the requirements of this project.
 - B. Demonstrated knowledge of the City of Gloucester.
 - C. Demonstrated knowledge and expertise in the research and analytic skills required by this project, including sampling, consumer testing and market research, and methodology.

- D. Demonstrated ability to effectively manage a project of this type.
 - E. A track record of on-time performance on jobs of this size and type.
 - F. Demonstrated knowledge and expertise in culturally sensitive marketing, including reaching a wide spectrum of demographic groups (such as different racial/ethnic groups; seniors; different income levels).
 - G. A description of any special experience, knowledge, or skills that uniquely qualify your company for this project. Include case studies where your agency was particularly successful in using public relations to make an impact in a particular market.
 - H. Names, positions, and telephone numbers of persons who will serve as your references. Please indicate your basis for selecting these particular references; those you select should be able to comment on how your firm has handled projects similar to this one.
3. **Budget.** The budget available for the Public Relations Program for fiscal year has been set at Thirty Thousand Dollars (\$30,000). Administrative costs should be estimated (these costs include telephone, postage, travel, shipping, research, etc). Direct printing expenses should be included in the Bidder's budget. Printing expenses, like any other related costs will be directly born by the Program, should be specifically detailed, with estimates of the amount or range of such potential expenses. Please summarize your cost estimates. Hourly rates and fees for professional skills must be broken out; out-of-pocket expenditures or reimbursable costs must be shown.
4. **Funding.** This project will be funded partly by the City of Gloucester and partly through a public donation. The donation portion of the funding has not yet been received by the city. It is being held privately in the Gloucester Fund pending City Council approval to transfer it to the City. This RFP will not be awarded until the donation has been received, accepted and appropriated for the purpose of the services set forth in this RFP.
5. **How Proposals Will Be Evaluated.** Proposals will be judged on the basis of overall technical quality and cost. The assessment of technical quality will take into account such factors as understanding of the program's communications needs and tasks to be performed; technical merit, including clarity and comprehensiveness of the work plan; creativity and added value of the Bidder's suggestions about additional or alternative ways to meet the Program's communications needs; and demonstrated skills, experience, and ability to deliver high quality work on schedule.

SECTION 8.00 METHOD OF PAYMENT

The successful Proposer shall submit a request for payment monthly in twelve equal installments unless stated otherwise in writing by the contract manager.

SECTION 9.00 RATING COMPARATIVE CRITERIA

All proposals will be reviewed in accordance with MGL Chapter 30B by the Selection Committee, and final selection will be based upon an evaluation and analysis of the information and materials required under the RFP, and possible interviews with selected firms. Proposals that meet the minimum criteria will be reviewed for responses to the comparative evaluation criteria (section 10.0). Each proposal shall consist of two (2) separate parts, a Non-Price (Technical) Proposal and a Price Proposal. The Non-Price and Price Proposals shall be evaluated separately.

SECTION 9.01 MINIMUM RATING COMPARATIVE CRITERIA

Minimum rating comparative criteria includes:

1. **REFERENCES:** List references that can be contacted during the RFP process. Two of the references must be clients for which proposer is providing services similar to those outlined in the RFP. Include the customer name, contact person, his/her title, address and telephone number. *(Complete Reference Form)*
2. **COMPLETENESS OF PROPOSAL:** All Quality Requirements, Application, Comparative Criteria and forms submitted complete and as requested in the RFP.
3. **TECHNICAL APPROACH:** Demonstrates understanding of the project and meets City needs.

SECTION 10.00 COMPARATIVE EVALUATION CRITERIA

SECTION 10.01 NON-PRICE (TECHNICAL) PROPOSAL

General: The City reserves the right to award the contract to the most advantageous proposal, taking into consideration both technical and fee aspects of the proposals submitted and shall not be required to award to the firm submitting the lowest cost proposal. Technical proposals will be scored based on the criteria listed below. The City will then open the cost proposal. The City reserves the right to conduct interviews of any or all of the firms that submit a proposal. The Proposers shall be ranked in accordance with the following selection criteria and its associated weight as follows:

Highly Advantageous	Advantageous	Not Advantageous	Not Acceptable
---------------------	--------------	------------------	----------------

Relevant experience and contacts in marketing, media and/or public relations that is directly relevant to the requirements of this project:

Highly Advantageous	Three years or more
Advantageous	More than two years but less than three years
Not Advantageous	One year or less

Demonstrated knowledge of the City of Gloucester:

Highly Advantageous	In depth knowledge of the City of Gloucester
Advantageous	Some knowledge of the City of Gloucester
Not Advantageous	Minor knowledge of the City of Gloucester
Not Acceptable	No knowledge of the City of Gloucester

References:

Highly Advantageous	The Proposer has only favorable references on similar projects.
Advantageous	The Proposer has more favorable than unfavorable references on similar projects.
Not Advantageous	The Proposer has fewer favorable than unfavorable references on similar projects.
Not Acceptable	The Proposer has no favorable references on similar projects.

Technical Merit including clarity and comprehensiveness of the proposal:

Highly Advantageous	The Proposer's Plan was clear, fully addressed and goals understood.
Advantageous	The Proposer's Plan was clear and goals were addressed.
Not Advantageous	The Proposer's Plan unclear.

Creativity and added value:

Highly Advantageous	The Proposer's Plan had several innovative ideas
Advantageous	The Proposer's Plan had a few innovative ideas
Not Advantageous	The Proposer's Plan had no innovative ideas

SECTION 10.02 PRICE PROPOSAL

The Price Proposal shall be submitted on the form provided or on a similar format to the sample provided herein and shall be in sufficient detail to clearly indicate, by each task in the scope of services, the number of hours and salaries for each team member and consultant required to complete the work.

SECTION 11.00 FORMS TO BE COMPLETED & INCLUDED IN THE TECHNICAL PROPOSAL PACKAGE

All Proposers shall submit bids in strict accordance with the submission requirements listed below. Any Proposer failing to provide all of the following submission requirements will be considered "not responsive" and their proposal may be rejected without further consideration.

SECTION 11.01 NON COLLUSION STATEMENT

All Proposers are responsible and required by Massachusetts General Law to submit a statement of Non Collusion with their bid. If a form has not been include in the Invitation for Bid package, you may request a copy from the Purchasing Office. The City is required to reject any bid that does not include a completed Statement of Non Collusion.

SECTION 11.02 ACKNOWLEDGMENT OF ADDENDA IF ISSUED

Each bidder shall acknowledge the receipt of any addenda by signing and including it in their bid submission.

SECTION 11.03 REFERENCE FORM

SECTION 11.04 PLAN OF SERVICES

SECTION 11.05 AUTHORIZED SIGNATURE PAGE

SECTION 11.06 RESUMES OF KEY PERSONNEL ASSIGNED

REFERENCE FORM:

Governmental Agency or Business	Contact Person	Title	Telephone
Description of Project			

Governmental Agency or Business	Contact Person	Title	Telephone
Description of Project			

Governmental Agency or Business	Contact Person	Title	Telephone
Description of Project			

Governmental Agency or Business	Contact Person	Title	Telephone
Description of Project			

Governmental Agency or Business	Contact Person	Title	Telephone
Description of Project			

Governmental Agency or Business	Contact Person	Title	Telephone
Description of Project			

Governmental Agency or Business	Contact Person	Title	Telephone
Description of Project			

Governmental Agency or Business	Contact Person	Title	Telephone
Description of Project			

Governmental Agency or Business	Contact Person	Title	Telephone
Description of Project			

This form does not have to be filled out in its entirety.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalty of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Bidder: _____ Address: _____
 Authorized Signature _____ Title: _____
 Telephone _____ Fax _____

TAX COMPLIANCE**IF A CORPORATION:**

State in which Incorporated _____
 President _____
 Treasurer _____
 Secretary _____

If a foreign (out of State) corporation - are you registered to do business in Massachusetts? YES ____ NO _____. If you are selected for this work, you are required under Massachusetts General Law Chapter 38D, to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate to the awarding authority prior to award.

IF A PARTNERSHIP (Name All Partners):

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>State/Zip</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF AN INDIVIDUAL:

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>State/Zip</u>
_____	_____	_____	_____

IF AN INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME:

<u>Name of Firm</u>	<u>Business Address</u>	<u>City</u>	<u>State/Zip</u>
_____	_____	_____	_____

<u>Name of Individual</u>	<u>Address</u>	<u>City</u>	<u>State/Zip</u>
_____	_____	_____	_____

ATTESTATION CLAUSE

Pursuant to MGL c 62C sec 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required by law.

Social Security No. Or Federal Identification No

Signature or Individual or Corporate Name

Corporate Officer (If Applicable)

SECTION 12.00 FORM TO BE COMPLETED & INCLUDED IN THE PRICE PROPOSAL PACKAGE

All proposers shall submit bids in strict accordance with the submission requirements listed below. Any proposers failing to provide all of the following submission requirements will be considered "not responsive" and their proposal may be rejected without further consideration

SECTION 12.01 PRICE SUMMARY FORM

	Total Cost
BASE BID: Consulting Services - Total All Inclusive Bid - AWARD LINE	

SECTION 12.02 PROPOSAL BREAKDOWN (SAMPLE FORMAT proposer may use their form, if in the format below)

Phase	Description	Team Member	Assignment	Total Hours	Hourly Rate	Total Labor Cost	Costs
Other	Expense	Description	Unit Cost	Quantity			
	Indirect Cost						
	Indirect Cost						
	Indirect Cost						
	Indirect Cost						
	Totals					Total Cost >>>>>>>>	

Enter in Section
12.01 ^^

SECTION 12.03 AUTHORIZED SIGNATURE

The undersigned hereby proposes to furnish all required services contained in RFP #10118 Tourism Consultant and for the bid price contained in Section 12.01. Signatory must provide evidence of authority to enter into this agreement.

<i>Company Name</i>	<i>Street Address</i>	<i>State & Zip Code</i>
<i>Authorized Signature</i>	<i>Print or Type Name</i>	<i>Title</i>
<i>E-mail Address</i>	<i>Telephone</i>	<i>Fax</i>

SECTION 13.00 BIDDER CHECKLIST CHECK COMPLETION**TECHNICAL PROPOSAL (ENVELOPE NO. 1)**

TASK	COMPLETED
Proposal sealed, signed and marked as required	
Reference Form, completed	
Addenda Receipt Acknowledged	
Non Collusion Form, completed	
Resumes attached	
Questionnaire, completed	
Plan of Services, (schedules – remember no prices here)	

PRICE PROPOSAL (ENVELOPE NO. 2)

TASK	COMPLETED
Price Proposal Form, completed	